HiSET®

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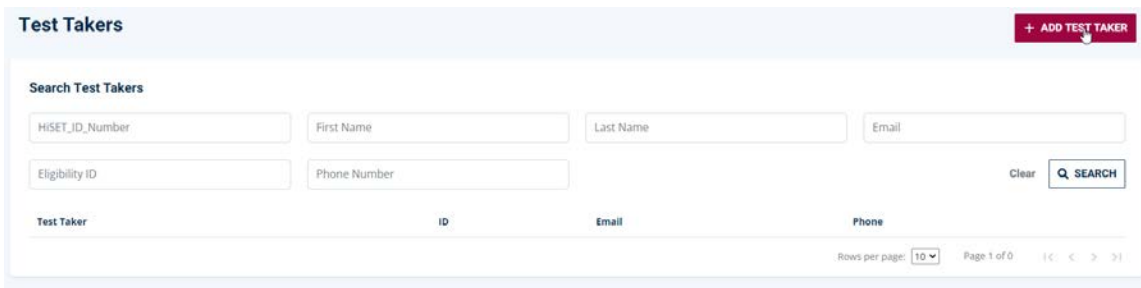hiset.org

Registering Managed Accounts

MANAGED ACCOUNTS ARE ACCOUNTS CREATED ON BEHALF OF TEST TAKERS THAT CANNOT MANAGE THEIR OWN ACCOUNTS FOR REGULATORY REASONS.

Examples of Test Takers that may require managed accounts would be those at corrections or rehabilitation facilities or students utilizing the Options Program.
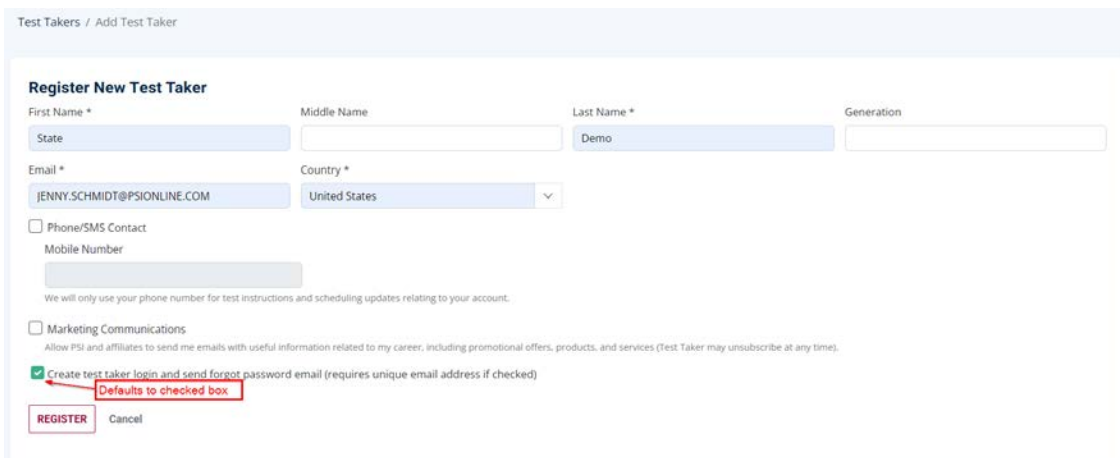
Test takers with managed accounts will not have the opportunity to create a password at registration and all communication for the test taker will go to the email provided by the account manager. If you are the manager, it may be your email address OR the email address your organization is using for managed accounts.

Test Takers with managed accounts should be provided their HiSET ID number and other details to allow the Test Taker to claim the account as needed when it is released.

1) From the TCA Portal select "Add Test Taker."

2) Enter the candidate's first and last name, your email address OR the email address your organization is using for managed accounts, and select your country from the drop-down.

Please note, the checkbox that denoting, "Create test taker login and send forgot password email (requires unique email address if checked)" defaults to being selected. Please deselect the box.

3) Once deselected click "Register."

4) Once registered a confirmation box will appear in the right-hand corner and the Test Taker's PSI-generated HiSET ID number will appear in the box.

5) Please make note of the Test Taker's HiSET Number for future reference. You may also click on the Test Taker's name to review their registration and create their first booking.